



|                 |                             |
|-----------------|-----------------------------|
| Document Title: | Diversity & Equality Policy |
| Document ID:    | POL-HR- 007 -22             |
| Version:        | Version 05                  |
| Issue Date:     | 10 <sup>th</sup> April 2025 |
| Next Review:    | 10 <sup>th</sup> April 2026 |
| Owner:          | Rhys Richardson             |
| Approved By:    | Rhys Richardson             |
| Approval Date:  | 10 <sup>th</sup> April 2025 |
| Department:     | HR                          |
| Status:         | LIVE                        |

| Version Number | Date of Edits | Person Editing       | Summary Changes          |
|----------------|---------------|----------------------|--------------------------|
| 1              | 06/03/22      | Rhys Richardson (RR) | Created                  |
| 2              | 06/03/23      | Rhys Richardson (RR) | Annual Review            |
| 3              | 06/03/24      | Rhys Richardson (RR) | Annual Review            |
| 4              | 06/03/25      | Rhys Richardson (RR) | Annual Review            |
| 5              | 10/04/25      | Rhys Richardson (RR) | New template and wording |

## Contents

|                                            |          |
|--------------------------------------------|----------|
| <b>CONTENTS .....</b>                      | <b>0</b> |
| 1. POLICY STATEMENT .....                  | 1        |
| 2. SCOPE .....                             | 1        |
| 3. OBJECTIVES .....                        | 1        |
| 4. RESPONSIBILITIES.....                   | 1        |
| 5. EMPLOYMENT PRACTICES.....               | 1        |
| 6. PROCUREMENT AND PARTNERSHIPS .....      | 2        |
| 7. COMPLAINTS AND DISCIPLINARY ACTION..... | 2        |
| 8. REVIEW .....                            | 2        |



|         |                             |
|---------|-----------------------------|
| Title   | Diversity & Equality Policy |
| ID      | POL-HR-007-22               |
| Version | 5                           |
| Date    | 10 <sup>th</sup> April 2025 |

## 1. Policy Statement

Richardson Rail Services Ltd is committed to fostering a diverse, inclusive, and respectful workplace. We actively challenge discrimination and promote equality in all areas of business. This policy supports compliance with the Equality Act 2010 and reflects our responsibility to uphold the rights and dignity of all individuals.

## 2. Scope

This policy applies to all employees, job applicants, contractors, suppliers, and stakeholders associated with Richardson Rail Services Ltd.

## 3. Objectives

We aim to:

- Eliminate discrimination, victimisation, and harassment
- Promote equality of opportunity and inclusivity in all aspects of employment and service delivery
- Foster a culture of mutual respect, fairness, and transparency
- Comply with all statutory requirements concerning the nine protected characteristics

## 4. Responsibilities

All employees are expected to:

- Comply with this policy and related policies, such as the Dignity at Work Policy
- Treat all colleagues and third parties with dignity and respect
- Avoid and report any behaviours or practices that contradict this policy

Managers have a duty to:

- Promote a culture of inclusion
- Ensure fairness in recruitment, training, and progression
- Take prompt action in response to concerns or breaches

## 5. Employment Practices

We will:

- Ensure recruitment, training, pay, promotion, and other conditions of employment are based solely on merit
- Provide equal access to development and advancement opportunities
- Support flexible working and family-friendly arrangements



|         |                             |
|---------|-----------------------------|
| Title   | Diversity & Equality Policy |
| ID      | POL-HR-007-22               |
| Version | 5                           |
| Date    | 10 <sup>th</sup> April 2025 |

- Offer learning and awareness around the importance of equality and diversity

Discrimination, in any form, is not tolerated. All allegations will be taken seriously and investigated fairly.

## 6. Procurement and Partnerships

We aim to:

- Work with suppliers and contractors who share our values
- Ensure procurement decisions reflect our commitment to fairness and inclusion

## 7. Complaints and Disciplinary Action

Any individual who believes they have experienced or witnessed discrimination should report it immediately via the appropriate grievance or whistleblowing channels.

Breaches of this policy will be dealt with under our disciplinary procedures. Discriminatory behaviour may lead to disciplinary action, up to and including dismissal.

## 8. Review

This policy will be reviewed annually and updated in line with changes in legislation or organisational needs.

Signed:

Name: Rhys Ricardson

Position: Managing Director

Date: 10<sup>th</sup> April, 2025